

PLEASE RETAIN THIS INFORMATION FOR FUTURE REFERENCE

1. Please ensure you complete **all** sections on the form so that priority can be assessed. Please provide any relevant further information. (Places are allocated using Priority of Access – see over.)
2. Applications must be returned to the Early Childhood Education Services Administration Office (at Queensberry Children’s Centre) by **Friday, 15th August 2025**, to be considered for the initial round of allocations (September 2025). Later applications will be considered for any future allocations.
3. Allocations will be for places starting on Wednesday 28/01/2026. As initial offers will be made by email please ensure that you include a frequently accessed email address.
4. All new enrolments will be limited to one University of Melbourne Service. Priority for place in the Kindergarten programs will be given to those who will access the funding at our service.
5. Should any family details change after you have lodged your form, please notify the Early Childhood Education Services Administration Office as soon as possible.
6. This application is for 2026 only. If you are not successful in gaining a child care place next year you will automatically be sent a new application form for the year 2027 when those details are released.
7. Applications are for places at Queensberry Children’s Centre, and Swanston Street Children’s Centre. Applications for the Early Learning Centre and the Family Club Co-op should be made directly to those services.
8. Families who accept a place for their child will be required to pay a deposit by **12/09/25** (deposit amount equivalent to 2 weeks care) to secure their booking. Electronic enrolment forms will then need to be submitted by the **17/10/25**. If the required steps are not completed, the offer of a place will be forfeited.
9. Families who are not allocated a place in the first round of offers will remain on the waiting list pending later offers. We will only contact you when we can offer you a place. Families wishing to commence care later in the year will be considered as places become available at the time of commencement indicated, noting that normally limited vacancies arise during the year.

FURTHER ENQUIRIES:

Early Childhood Education Services Administration
228 Queensberry Street, Carlton 3053
phone: 8344 9621
email: childcare-enquiries@unimelb.edu.au

EXTRACT FROM UNIVERSITY OF MELBOURNE EARLY CHILDHOOD EDUCATION SERVICES ENROLMENT AND ORIENTATION POLICY 2021

Eligibility and priority of access criteria

Within the limitations of servicing primarily the University community, the four principles of social justice namely equity, access, participation, and rights play a central role in enrolment processes. As the services are operated and supported by the University of Melbourne, provision of care for children from within the University community is prioritised. In instances where demand exceeds availability, the University of Melbourne Early Childhood Education Services (ECES) Priority of Access guidelines are applied to determine the allocation of places and filling any vacancies within the services.

PRIORITY OF ACCESS

1. A child at risk of serious abuse or neglect
2. Staff and Students of the University of Melbourne
3. Affiliation/Alumni of the University of Melbourne
4. Community

Within these main categories care is prioritised according to need, using the following criteria:

- child of a single parent who satisfies, or parents who both satisfy, the activity test through paid employment
- child in Aboriginal or Torres Straight Islander Family
- child in a family which includes a person with a disability
- child in a family which includes an individual whose adjusted taxable income does not exceed the lower income threshold (\$83,280), or includes an individual who receives income support
- child in a family from a non-english speaking background
- child in a socially isolated family
- child of single parents
- other relevant circumstances

Priority will be assessed considering all information available at the time. The University of Melbourne Early Childhood Education Services reserve the right to allocate places to ensure the needs of families and each service are met. Priority will be given to families not already attending another University of Melbourne Early Childhood Service and new enrolments limited to one University of Melbourne Early Childhood Service.

Queensberry Children's Centre

Queensberry Children's Centre caters for 96 children per day, aged from 3 months to 5 years. The Education and Care National Regulations 2011 prescribe the licensed number of children in each room at the services. We offer integrated funded kindergarten programs in the 2 years before commencing primary school and priority for a place will be given to those who will access the Victorian Government Kindergarten funding at the service. Children attending the 4-year-old integrated kindergarten program as their funded place are required to turn 4 years of age by 30th April in the year they attend and children attending in the 3-year-old integrated kindergarten program as their funded place are required to turn 3 years of age by 30th April in the year they attend. Children enrolled in both the 3 and 4 year old integrated kindergarten programs will receive 15 hours of Funded Kindergarten per week or 600 hours per year and must not be enrolled in another funded kindergarten program at any other early childhood service. A child enrolled more than 15 hours per week receives additional hours of the Kindergarten Program on each day of attendance. All Kindergarten Programs are delivered by a VIT Registered Early Childhood Teacher.

Swanston Street Children's Centre

Swanston Street Children's Centre caters for 41 children per day, aged 3 months to 5 years. The Education and Care National Regulations 2011 prescribe the licensed number of children in each room at the services. We offer integrated funded kindergarten programs in the 2 years before commencing primary school and priority for a place will be given to those who will access the Victorian Government Kindergarten funding at the service. Children attending the 4-year-old integrated kindergarten program as their funded place are required to turn 4 years of age by 30th April in the year they attend and children attending in the 3-year-old integrated kindergarten program as their funded place are required to turn 3 years of age by 30th April in the year they attend. Children enrolled in both the 3 and 4 year old integrated kindergarten programs will receive 15 hours of Funded Kindergarten per week or 600 hours per year and must not be enrolled in another funded kindergarten program at any other early childhood service. A child enrolled more than 15 hours per week receives additional hours of the Kindergarten Program on each day of attendance. All Kindergarten Programs are delivered by a VIT Registered Early Childhood Teacher.

FILLING A VACANCY

The following steps are adhered to in filling any vacancy and undertaken in order:

1. Sessions/days available within age groups are identified.
2. Priority is allocated to any child at risk of serious abuse or neglect referred by a relevant agency
3. Current service users are considered:
 - a. families requesting additional care for currently enrolled child(ren)
 - b. siblings of currently enrolled children
4. University families on the waiting list, prioritised according to need as per ECES Priority of Access
5. Community families on the waiting list, prioritised according to need as per ECES Priority of Access